

Use your County letterhead.

Sample Invoice Form for WMAs

INVOICE

Invoice date: 6/1/09

Billing period: March 15, 2009 – May 1, 2009

Contract #: 00-0001

Bill to:

Department of Food and Agriculture
Attention: Terrance Lorick
1220 N Street Room 341
Sacramento, CA 95814

Payable to:

County of Fullaweeds
Garth Johnson
123 Main Street
Thistleville, CA 99999

Total due this invoice: \$11,750.00

| | | FY 08/09 |
|----------------------------------|---------------------|---|
| Tasks for Action 1 | Date | Cost |
| Task 1: Purchase chemical | 3/15/09 | \$2,000 (10 gallons @ \$200 /gallon) |
| Task 2: spray 40-60 acres | 03/1/09 – 05/1/09 | \$2,300 (Seasonal: \$10/hr for 80 hrs; Ag Biologist: \$15 /hr for 100 hrs; 5% benefits) |
| Task 3: Monitor success of spray | 7/15/09 and 9/15/09 | \$0 (monitoring will occur in July and September) |
| Tasks for Action 2 | Date | Cost |
| Task 1: purchase mower | 4/1/09 | \$1200 (Single blade flail mower, purchased from Mowers Inc. in Thistleville, CA on April 1, 2008) |
| Task 2: mow 25 acres | 4/15/09 | \$6250 (Seasonal: \$10/hr for 250 hrs; Ag Biologist: \$15 /hr for 250 hrs; 5% benefits) |
| Task 3: Monitor success | 7/15/09 and 8/15/09 | \$0 (monitoring will occur in July and August) |
| INVOICE Total | | \$11,750 |

***Total In-Kind Spent this period: \$13,126.23**